



MEMBERSHIP APPLICATION

**All applications include a \$25.00 application fee.
Payment must be received with application for application to be approved.*

PROFESSIONAL / APPRENTICE BUILDER MEMBERSHIP

\$700 Annual*

Payment plan available (see page 3)

Membership requirements:

- **2 years building experience minimum**
- Builders with less than 2 years experience may join as an Apprentice Builder until they meet the criteria for the Professional Builder membership. Check box on page 2 if applying as Apprentice Builder
- **3 Customer references**
- **2 Professional Builder Member signatures**
(One must be a COHBA Director)

All Builder applicants are required to provide a copy of their one year warranty and certify that they carry liability & worker's compensation insurance.

All Builder members will be billed a monthly per-permit assessment. The assessment will be \$15 per permit with an annual cap of \$1,500 or equal to 100 permits.

NOTE: Builder, Developer or Remodeler memberships are individualized by the name of the builder, developer or remodeler, not by corporation or joint-venture organizations.

ASSOCIATE MEMBERSHIP

\$600 Annual*

Payment plan available (see page 3)

- Associate Membership category includes all industry-related, non-builder companies including, but not limited to, subcontractors, suppliers/vendors, financial institutions/lenders, title companies, REALTORS, etc.
- Associate memberships are individualized by the company or organization name, not by the individual names.

AFFILIATE MEMBERSHIP

\$175 Annual*

- An Affiliate Member is any representative joining an existing Builder or Associate HBA Member company.
- Additional affiliate memberships are available at a reduced cost. The primary membership must be maintained/active or all affiliate memberships will be cancelled.

NOTE: If the primary member of the company drops their membership, the affiliate member will need to take over the primary membership at the higher rate in order to remain active, or cancel their membership.

Please submit completed applications to the Central Oklahoma Home Builders Association.
By mail, in-person drop off, or email:

420 E. Britton Rd.
Oklahoma City, OK 73114
email: membership@cohba.org



MEMBERSHIP APPLICATION

☐ Builder Membership
☐ Apprentice Builder

☐ Associate Membership

☐ Affiliate Membership

ALL APPLICANTS

Referred By/Sponsor (HBA Member): _____ (Sponsor)

BUILDER APPLICANTS ONLY

Builder Sponsor #1: _____

Builder Sponsor #2 (COHBA Board Member): _____

COMPANY INFORMATION

Company Name: _____

Name of Representative: _____ Title: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Physical Address: _____

Office Phone: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

CONSTRUCTION SPECIALTY *(Builder Applicants Only)*

Please check all that apply:

- ☐ Single Family General Contracting
- ☐ Single Family Custom Homes
- ☐ Remodeler
- ☐ Land Development
- ☐ Commercial Construction

Warranties Offered:

- ☐ OKHBA Warranty
- ☐ Third Party
- ☐ Self Warranty
- ☐ Other: _____

PRODUCT / SERVICE CATEGORIES *(visit web.COHBA.org/search for available categories)*

1. _____
2. _____
3. _____
4. _____



MEMBERSHIP APPLICATION

PAYMENT METHOD, AGREEMENT & ACKNOWLEDGEMENT

BUILDER.....\$700 Annual*

*\$25.00 application fee

☐ Pay in Full - \$725 total due
(\$700 + \$25 application fee)

☐ 4 consecutive monthly
installments (1st payment = \$200)

ASSOCIATE.....\$600 Annual*

*\$25.00 application fee

☐ Pay in Full - \$625 total due
(\$600 + \$25 application fee)

☐ 4 consecutive monthly
installments (1st payment = \$175)

AFFILIATE.....\$175 Annual*

*\$25.00 application fee

☐ Pay in Full - \$200 total due
(\$175 + \$25 application fee)

PAYMENT INFORMATION

☐ Credit Card* (Visa, MC, Discover, AMEX)

☐ Cash/Check # _____ TOTAL DUE TODAY \$ _____

*All credit card transactions will be assessed with a 3% convenience fee.

NAME ON CARD: _____ BILLING ADDRESS: _____

CARD NUMBER: _____ CITY, STATE, ZIP: _____

EXPIRATION DATE: _____ CSV: _____ EMAIL RECEIPT: _____

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This Membership Dues Payment Agreement (the "Agreement") is entered into as of the _____ day of _____, _____ by and between the Central Oklahoma Home Builders Association (the "Association") and _____ (member name) with _____ (member company, the "Member"), both of whom agree to be bound by this Agreement. WHEREAS, the Member owes the Association the total amount in membership dues as listed above (the "Annual Dues"); and WHEREAS, the Member and the Association desire to enter into this Agreement whereby the Member shall pay the Association the sum of the Annual Dues on a payment plan according to the terms and conditions herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises made by the parties hereto, the Member and the Association covenant and agree as follows:

1. Annual Dues Acknowledgement

The Member agrees and acknowledges that it owes the Association an amount of money equal to the Annual Dues as defined above. Nothing in this Agreement is a waiver of any amounts owed and in the event of any breach of this agreement by the Member, the Association's rights to the Annual Dues shall not be limited.

2. Payment Plan

The parties agree to the payment plan as described above. The Member shall pay the first payment at the submission of the membership application and this Agreement, and will then have the option of the following: 1) Pay in full upon application; 2) Make three (3) additional consecutive monthly payments to the Association by the 25th of each month following membership approval by the COHBA Board of Directors.

3. Method of Payment

Payments shall be made to the Association in accordance with the payment plan via Cash/Check or credit/debit card charge. Reoccurring payment plan credit card charges will be processed by the final day of each month.

4. Acceleration Upon Breach

In the event the Member fails to make any payments in accordance with the payment plan, upon reaching ten (10) days after the failure to make any such prescribed payment, the full amount of the Annual Dues shall become immediately due and payable.

5. Agreement Modification

No modification of this Agreement shall be valid unless in writing and agreed upon by both parties.

6. Agreement Renewal

Upon annual renewal date of this Agreement, if Member wishes to continue with or transition to a payment plan, the Member must notify the Association. If notification is not given with thirty (30) days of receipt of first renewal statement, the Annual Dues will be due in full.

MEMBERSHIP APPLICATION

CODE OF ETHICS

- Our paramount responsibility is to our customers, our community, and our country.
- Honesty is our guiding business policy.
- High standards of health, safety, and sanitation shall be built in every home.
- Members shall deal fairly with their respective employees, subcontractors, and suppliers.
- As members of a progressive industry, we encourage research to develop new materials, new building techniques, new building equipment, and improved methods of home financing to the end that every home purchaser may get the greatest value possible for every dollar.
- All sound legislative proposals affecting our industry and the people we serve shall have our informed and vigorous support.
- We hold inviolate the free enterprise system and the American way of life. We pledge our support to our associates, our local, state and national associations, and all related industries concerned with the preservation of legitimate rights and freedoms. We assume these responsibilities freely and solemnly, mindful that they are part of our obligation as members of the National Association of Home Builders.

I hereby state:

- ☐ I am financially responsible for payments per this agreement
- ☐ My company is financially responsible for payments per this agreement

BUILDER APPLICANTS ONLY: I hereby certify that I carry full liability and worker's compensation insurance and will provide documentation if requested. I understand that if proven false, my membership to COHBA will be revoked.

Initial: _____

I have read the Membership Agreement set forth and agree to abide by the by-laws, rules, and procedures of the Association. I am aware that information gathered about me is used to determine my eligibility for membership in the Association and any renewal thereof. I authorize the release and/or verification of any information to the Association in order to determine my eligibility for membership in the Association.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved for membership: _____ Date: _____

ASSOCIATE or AFFILIATE APPLICATION

- ☐ Application received
- ☐ Payment agreement received

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BUILDER APPLICATION

- ☐ Application received
- ☐ Payment agreement received
- ☐ One-year warranty document received
- ☐ 3 customer references received
- ☐ Builder signature received